



HOW TO PAY YOUR HOA DUES

Both Mail-in and Online payment options are available. Below are step-by-step instructions on how to send in your HOA dues. If any issues arise, please do not hesitate to reach out to our property manager from ThirdTier, LLC, directly:

Kayce Peltier

843-270-3415

kayce@thirdtiermanagement.com

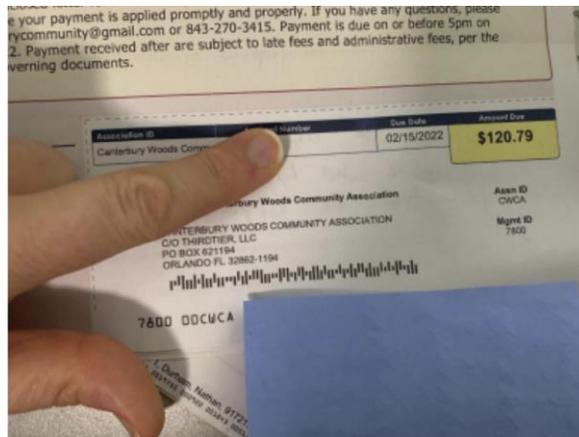
1. **Mail-in Option:** Mail the “coupon” sent to you in the mail (see below picture) and personal check to the below-listed address. You can also use the provided envelope, just be sure the address on the “coupon” is showing through the window of the envelope.

Canterbury Woods Community Association

c/o ThirdTier, LLC

PO Box 621194

Orlando, FL 32862-1194



2. **Pay Online:**

- a. Go to <https://www.thirdtiermanagement.com>.
- b. Select “Owner Portal Login” at Top Right Corner of Your Screen.
- c. Log In to Your Online Resident Portal
- d. Locate “My Balance” Tab – Second Section Straight After Logging In
- e. Click “Pay” - Next to “My Balance” (see below picture)

The screenshot displays the smartwebs user interface. At the top left, the 'smartwebs' logo is visible. Below it, there is a 'Recent Messages' section with a green bar indicating 'There are no new messages in the past 7 days.' To the right of this section are icons for 'History' and 'Communication'. Below the messages section is the 'My Balance: \$0.00' section, which includes a 'Pay' button and a red arrow pointing to it. Underneath is an 'Account History' section with a search filter, a 'Total Items: 0' indicator, and a date range set to 'From: 01/01/2025'. A table with columns for Date, Amount, Balance, Type, Code, and Description is shown, with a 'No Rows To Show' message. At the bottom is the 'My Profile' section, which contains four buttons: 'Documents' (0), 'Violations' (0), 'Architectural' (0), and 'Workorders' (0).

- f. Enter the Amount You'd Like to Pay then Select "Pay" Again
- g. After Directed to Alliance - Enter your Phone Number and Select "Setup Account"
- h. "Add Property"
 - i. Management Company ID: 7800
 - ii. Association ID: Found on your "Coupon"
 - iii. Property Account #: Found on your "Coupon" and your Resident Portal
- i. Select "Dashboard" then "Make a Payment"

If you'd like to submit payment via credit/debit card, please Log Out of Alliance at the top right. Once you're directed to the login page, scroll down to "One Time Payment".